

**INFORMATION
MANAGEMENT
WORKGROUP NOTES**

December 10, 2024

NOAA Center for Weather and Climate Prediction, College Park, Maryland

Tuesday December 10, 2024

Information Management Workgroup Session

Brian Moore (PADEP)

- Document/website review
 - Permissions needed for parts of website, request access from Kristian
 - Need confirmation from WG that everyone has access to necessary areas on website
- Retention/relevance
 - VA/MD – How many people know the Regional Contingency Plan exist?
 - Miles/Chris have strong relationships with local EMs and ask them for help. They might not know RRT language, but they know to ask Miles/Chris for help. Miles/Chris can reach out to necessary personnel for planning.
 - PA – PA is different because they're a commonwealth. Relationships with EPA exist. Locals have some distrust with PEMA. Suggest bringing to HAZMAT Tech Conference to work on building relationships with local.
 - At a local level, what RRT fact sheets do they need to know it exists/capabilities?
 - Perhaps 2-page marking document? Need representatives to pass out
 - What information is required for request? Ask for objectives
- Old Job Aids?
 - "Tools" on website.
 - What tools do you need?
 - Help people think through what objectives they need to accomplish their goal
- Have everyone on WG look over Job Aids to see what is relevant.
- After-Action Reports? What's the last time one was completed and made public?
 - VA – have a few completed AAR. Goal to work with other agencies for improvement
 - PA – have not shared AARs on website.
 - Maybe shift presentations from RRT meetings to a Lessons Learned Archive in leu of an AAR?
- Open Discussions
 - Ashley Nilsen mentions about recording data and how we collect it. More planning, to lead to less troubleshooting during an incident. Integrate data field between different agencies so in the event of needing to integrate, there are less issues.
 - Introduce templates for different forms. Keep the fields that are alike the same names in the event they need to communicate with each other.
 - How is the search function on the website? Answer: When a document is uploaded, whoever uploads documents adds the tags. Searches will appear based on what tags were utilized.

Concluded at 14:59

Meeting Attendance Roster	
Attendee Name	Attendee Organization
Anderson, Ben	DE DNREC
Banda, JoAnn	DOI - FWS
Bartos, Myles	US EPA
Bastias, Sabina	US EPA
Ciani, Lydia	START – Tetra Tech
Csulak, Frank	DOC - NOAA
Heym, Kevin	US EPA
Lohman, Elizabeth	VADEQ
Moore, Brian	PADEP
Nilsen, Ashley	US EPA
Nelson, John	DOI
Nunez, Candice	USACE
Pugh, Dave	USCG
Pillow, Lauren	VADEQ
Smith, Jessie	START – Tetra Tech
Towle, Mike	US EPA
Wright, Rob	DOC - NOAA